INFORMATION TECHNOLOGY INTERN

Function:
This position will help out in the Information Technology department with both hardware and software. Included in the position will be "helpdesk" functions with various Fairgrounds and Fair staff.

Tasks:
1. Answer calls (phone and/or email) requesting technology help and troubleshooting/resolving end user problems
2. Track requests and updates in database
3. Prepare and deliver computers to Fair personnel
4. Download and apply software updates
5. Research and write up technology related items
6. Assist with network cabling
7. Assist in other duties as assigned by the Technology Manager

Job Requirements:
1. Basic PC knowledge
2. Knowledge of Microsoft Office programs (Word, Excel, Outlook)
3. Basic PC troubleshooting skills
4. Basic network concepts
5. Good written and oral communication
6. Ability to multi-task
7. Ability to work independently and to take the initiative to begin the next task